



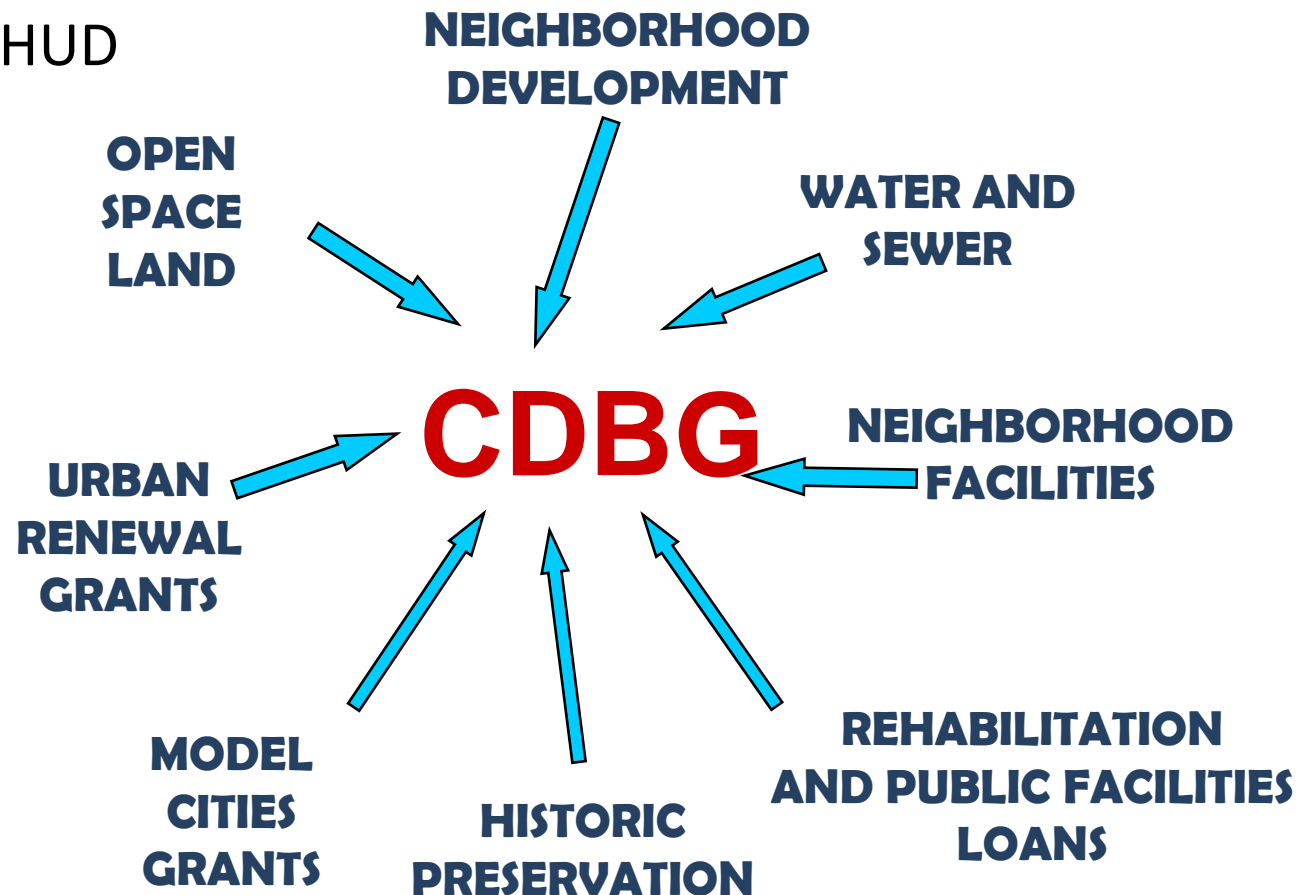
FY 2015 CDBG RFP MANDATORY WORKSHOP

AGENDA

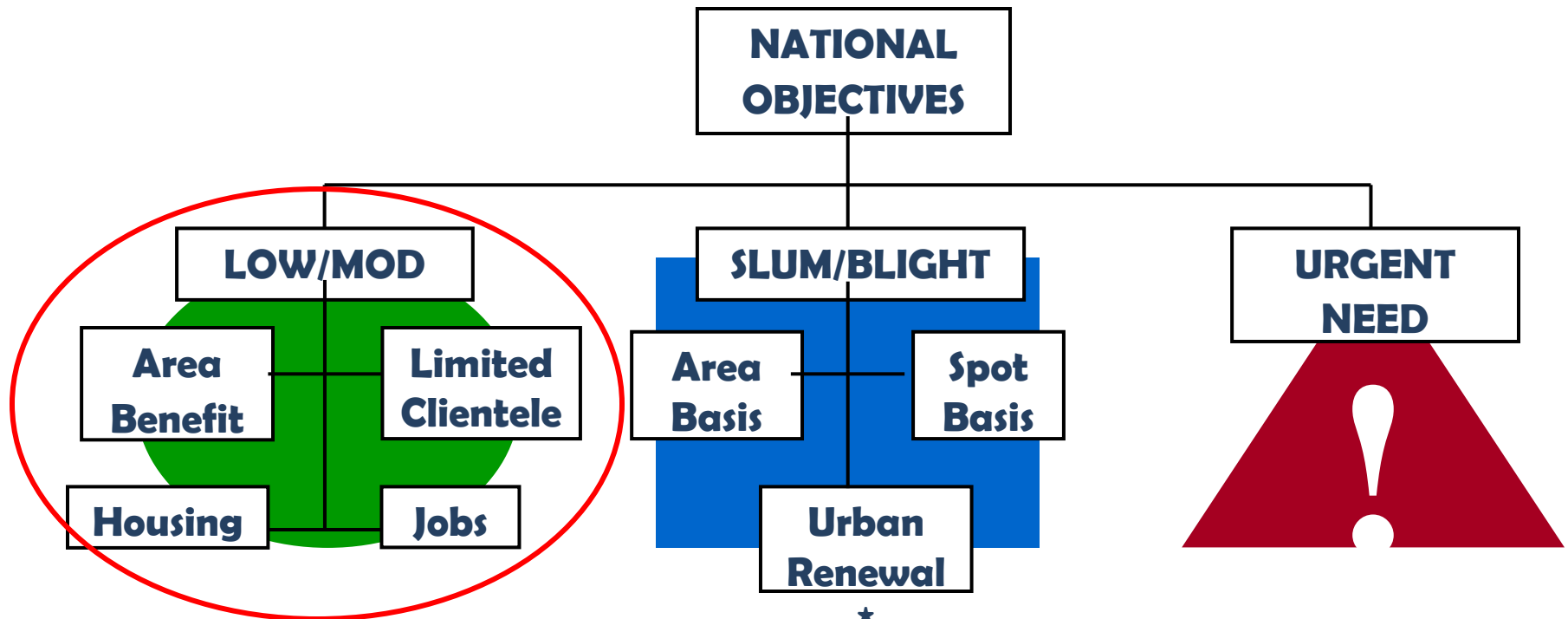
- Introductions/General Information
- RFP Submittal Checklist and Forms
- Fiscal Requirements
- Any questions regarding applications to CDBG@san Diego.gov

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

- Federal Entitlement
- Administered by HUD
- 24 CFR Part 570

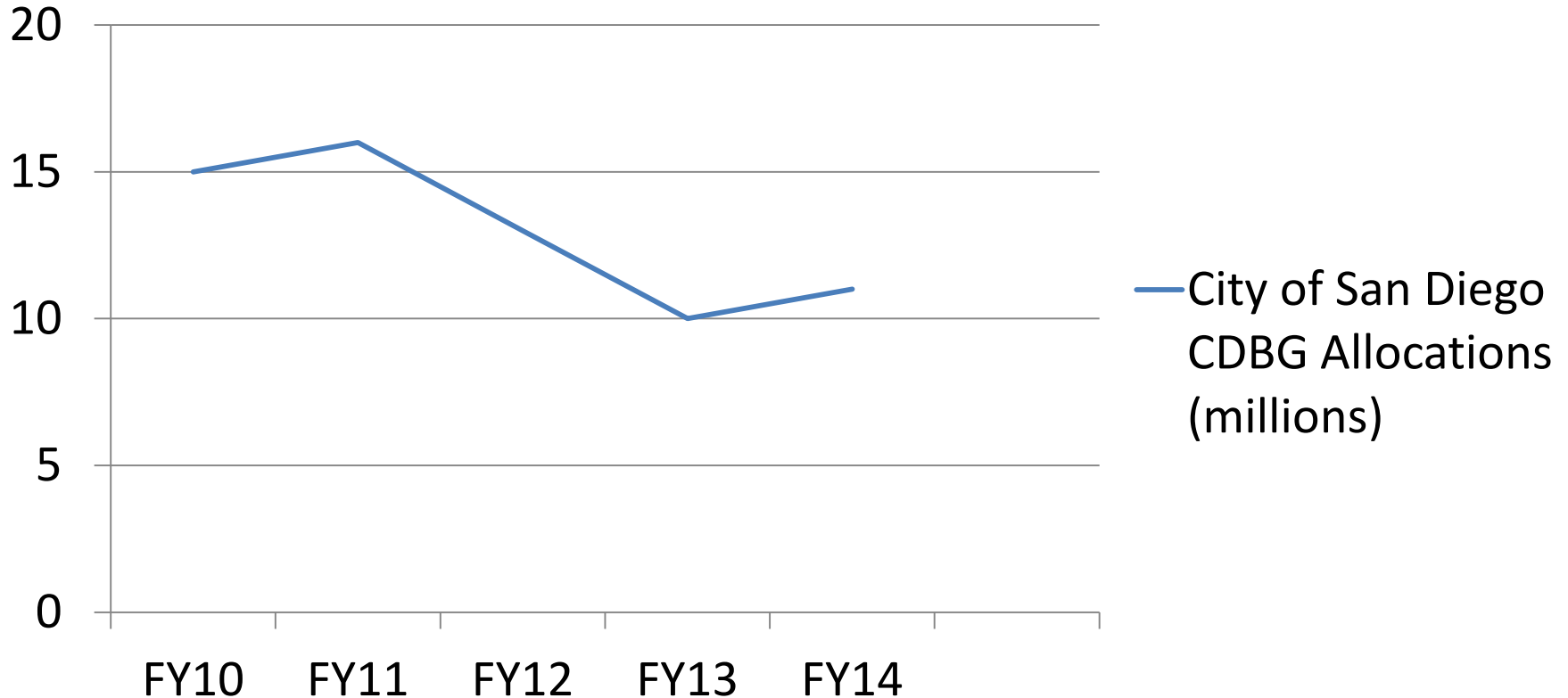


National Objectives (24 CFR 570.208)





City of San Diego CDBG Allocations



Estimated FY 2015 CDBG RFP process:

- \$6.9 million – CIP and CED Projects
- \$296K – Public Services Projects

FY 2015 CDBG RFP FUNDING ELIGIBILITY:

- Applicants must attend the mandatory RFP Workshop and sign-in
 - Attendance by grant writers on behalf of an applicant does not satisfy the applicant attendance requirement
- Applications must be complete and demonstrate compliance with HUD regulations and City policies
- Refer to the FY 2015 CDBG RFP Handbook for applicable regulations and policies

- Links to all documents are on the CDBG website (www.sandiego.gov/cdbg)
- Questions must be submitted no later than **January 24, 2014 noon** to CDBG@sandiego.gov
- One-on-one technical assistance available through January 24, 2014 at 3:00pm, except January 20, 2014 (holiday)
 - Requests will be accepted on first-come, first-served basis and are not guaranteed if requests are made on January 23rd or 24th

- Complete RFP Submittal packets must be received by the CDBG Program Office **no later than 3:00 PM January 27, 2014**
- Faxed, e-mailed or applications received after the designated deadline will not be reviewed and will not be considered for funding
- **Visit the CDBG website frequently for updates**

CAPITAL IMPROVEMENT PROJECTS – HOUSING REHABILITATION & PUBLIC FACILITIES/INFRASTRUCTURES IMPROVEMENTS

- CIP – Housing Rehabilitation Programs are considered to be those that do not have housing units identified at the time of RFP submittal
- Minimum funding request - \$100,000
- Funding request must represent the amount needed to complete project construction activities

CAPITAL IMPROVEMENT PROJECTS – HOUSING REHABILITATION & PUBLIC FACILITIES/INFRASTRUCTURES IMPROVEMENTS

- Funding requests for CIP projects that are phased over multiple years are not allowable
 - CPAB reviewers will be provided with CDBG funding history for project sites that have been improved consistently and consecutively within the last five fiscal years
 - Since FY 2012, applicants have been instructed to ensure funding requests were made based on a total assessment of the entire project site/facility and not portions

CAPITAL IMPROVEMENT PROJECTS – HOUSING REHABILITATION & PUBLIC FACILITIES/INFRASTRUCTURES IMPROVEMENTS

- Funding is limited to construction activities only
 - Design and plan development are not eligible activities
 - Acquisition activities are not eligible activities
- For CIP Housing Rehabilitation projects, assistance limited to LMI households; income levels must be verified and documented; presumed LMI does not apply
- Projects must be shovel-ready by July 1, 2014
- Project activities must be completed by December 31, 2015



CAPITAL IMPROVEMENT PROJECTS – HOUSING REHABILITATION & PUBLIC FACILITIES/INFRASTRUCTURES IMPROVEMENTS

- HUD rules prohibit contractors involved in developing and drafting specifications, requirements, statements of work, invitations to bid, or requests for proposals from competing for such procurements
- If awarded funding, applicants must document that all procedures meet federal requirements



ALLOCATION/FUNDING AWARD PROCESS (JAN-MAR)

- Eligible RFP submittals given to ad hoc committees of the Consolidated Plan Board (CPAB) – Week of 02/05/14
- FY 2015 CDBG RFP Applicant public testimony will be accepted at CPAB's regularly scheduled meeting – 02/12/14
- Scoring results submitted to CDBG Program Office – Week of 03/03/14
- Public meeting of CPAB to discuss and approve scoring results and funding recommendations
- CPAB to present FY 2015 CDBG scoring results and funding recommendations to City Council – Late March 2014

NOTE:

- RFP Scoring criteria provided in the **FY 2015 CDBG RFP Handbook** (Appendix C)
- FY 2015 City of San Diego CDBG Entitlement amounts have not yet been released by HUD
 - Funding recommendations will be based on applying a 5% reduction to the City's FY 2014 CDBG Entitlement award
- A CDBG allocation ward does not authorize commencement of activities
- Funds are disbursed on a reimbursement basis



FY 2015 CDBG RFP MANDATORY WORKSHOP

RFP Submittal Packets

**CIP-Public Facilities/Infrastructure Improvement Projects
CIP-Housing Rehabilitation Projects**

GENERAL INFORMATION

- Page limits – The intent is to provide the requested response in the space provided
- Format – Utilize the required font
- *Type response here:* Bullet points, numbering, insertion of tables permissible (formatted for such)
- Any questions regarding applications to CDBG@sandiego.gov

SUBMITTAL CHECKLIST

- Completeness – applicants' responsibility
- Sections
 - RFP Checklist, RFP Form, Supplemental Information Form
 - Fiscal Documents
 - Certifications
 - Agency Documents – Updates only
 - Project-Specific Requirements
 - Optional Documents

RFP SUBMITTAL CHECKLIST:

PROJECT-SPECIFIC REQUIREMENTS

CIP-HOUSING REHABILITATION

CIP-PUBLIC FACILITIES/INFRASTRUCTURES

- Lease Agreement/Deed (PF&I; HR Projects)
- Procedures for determining households to be assisted (HR Programs)
- Certification Regarding Use of Real Property (PF&I; HR Projects)
- General Information Notice (HR Projects)

- Signed construction bid (PF&I; HR Projects)
 - Bid contractor's CA license number
 - Statement that applicable prevailing federal wage rates and fringe benefits were included in the determination of the total project budget; if multiple funding sources, CDBG portion/budget must be highlighted and separated from other funding sources (i.e. two separate budgets for items listed)
 - This does not represent completion of the required bidding process should FY 2015 funding be approved

- Written documentation of construction schedule (PF&I; HR Projects)
- Photos of current conditions where status of proposed improvements are to be completed (PF&I; HR Projects)

- B.4.a. Must list a minimum of one measurable outcome
 - Outcome statements describe the benefits or positive or positive changes experienced by the target population as a result of the proposed project (e.g., the project's results)
 - Details are required to quantify how many individuals or households will realize each outcome, and how each outcome will be measure and documented
 - Must also describe the project benefit in relation to funding request

IF AVAILABLE:

- Building permit(s)
- Discretionary permit(s)
- CEQA Exemption or Negative Declaration or EIR Certification/Executive Summary Governing Board Resolution(s)
- Copy of Phase I Environment Site Assessment
- Historic Resource Technical Report
- Copy of Asbestos and Lead-Paint Survey Report
- Copy of Accessibility Survey Report

A. APPLICANT AGENCY INFORMATION

- Ensure the Funding Request information matches the information provided in D.1. of the RFP Form (Page 9)
- Ensure complete and accurate information is listed in all three Contact Information section
 - Distribution of correspondence from the CDBG Program Office regarding the RFP process will be limited to those listed
 - Any updates during the RFP process should immediately be provided by sending notification to CDBG@sandiego.gov

B. GENERAL PROJECT INFORMATION

- B.1. Relationship to the FY 2015-FY 2019 Consolidated Plan Goals
- B.2. Project Target Population
 - *Identified as highly vulnerable populations: Seniors; Food Insecure Households; Youth*
- B.3. Project Benefit to Low and Moderate-Income Individuals/Households
 - LMA Information
 - LMC Information

C: PROPOSED PROJECT CATEGORY INFORMATION

- C.1.a. – Select one listed category that is most appropriate for the proposed project; for Housing Rehabilitation projects, list the total number of housing units to be rehabbed
- C.1.b. and C.1.c. (HR) – If the housing units are not identified (Housing Rehabilitation Programs), provide confirmation of how the project will identify all housing units by 12/31/14

- C.1.b. (PF&I) C.1.c. (HR) – Provide a brief summary of the proposed project, then detailed descriptions as listed for each activity/service that the project will provide
 - Describe activity and timeline to complete

D. PROJECT BUDGET INFORMATION

- D.1.a. and D.1.b. – Indicate whether project activities will be completed by Subcontractors and/or Consultants and whether the project will collaborate with other service providers to achieve the stated outcomes
- If yes to either or both, provide detailed descriptions

PROJECT SELECTION CONSIDERATION

- ADA/Section 504 accessibility issues?
- Discretionary approvals required?
- City and/or other permits required?
- Environmental review required?
- Is the site historic or potentially historic?
- Site control and minimum 5-year lease from scheduled completion date documentation
- Section 3

PROJECT SELECTION CONSIDERATION

- Potential for unforeseen issues (i.e. termites, dry rot)?
- Lead and asbestos issues testing/mitigation?
- Improvement or client areas vs. administrative/staff areas?
- Materials lead time?
- City-owned facility?
- Compliance with HUD's relocation guidelines?
- Has agency issued a GIN Notice to the tenants prior to RFP submittal?

CONSTRUCTION SCHEDULE CONSIDERATIONS

- **Competitive Bidding Process should be included:**
 - Bid advertisement must be submitted to CDBG Project Manager for acceptance and approval
 - Advertisement must state project is federally funded and subject to Davis Bacon Federal Prevailing Wages, Section 3 and bonding requirements
 - Bid must be published for 14 calendar days
 - Bid due no earlier than 30 days from publication date
 - Bid must be published in a newspaper of general circulation and be posted at project site and main office

CONSTRUCTION SCHEDULE CONSIDERATIONS

- Bid Review and Contractor Selection Process should be included:
 - Agency reviews bids for accuracy and content
 - Agency meets with CDBG Project Manager to review bids and discuss selection of contractor
 - Contractor selected should be the lowest responsive bidder based on Agency bid cost analysis
 - Agency and contractor enter into an agreement
 - Agreement must include CDBG conditions and prevailing wage requirements

CONSTRUCTION SCHEDULE CONSIDERATIONS

- Pre-Construction Meeting should be included:
 - Held at project site with Agency, contractors and subcontractors
 - CDBG Project Manager will discuss the CDBG requirements
 - ❖ Confirm scope of work and project schedule
 - ❖ Prevailing wages, certified payrolls, worker interviews
 - ❖ ADA/Section 504 sign-off, if applicable
 - ❖ Development permits and plans required
 - ❖ Reimbursement process

CONSTRUCTION SCHEDULE CONSIDERATIONS

- Notice to Proceed (NTP) should be included:
 - The NTP allows Agency to begin construction activities
 - CDBG Project Manager issues NTP after Pre-Construction Meeting is held
 - All supporting documentation must be submitted
 - Agencies CANNOT be reimbursed for any work performed or materials purchased prior to issuance of the NTP
 - Agencies required to take all action necessary to obtain NTP within 90 calendar days from the start of FY 2015 (July 1, 2014)

CONSTRUCTION SCHEDULE CONSIDERATIONS

- Construction Schedule Sample:
 - Bidding Publication period: July 1 – 14, 2014
 - Project/job walk through: July 15, 2104
 - Last day to accept questions from contractors: July 20, 2014
 - Answers to contractors distributed: July 22, 2014
 - Last day to accept bids: July 30, 2014
 - Bid opening: August 12, 2014
 - Protest period: August 12-16, 2014
 - Meeting with CDBG Project Manager to discuss bid process and contractor selection: August 20, 2014

CONSTRUCTION SCHEDULE CONSIDERATIONS

- **Construction Schedule Sample:**
 - Agency Board approval obtained for selection of contractor and execution of an agreement with contractor/subcontractors: August 28, 2014
 - Agency agreement with contractor executed: September 13, 2014
 - Pre-Construction Meeting: September 20, 2014
 - Notice to Proceed obtained: September 27, 2014
 - Construction commenced: November 8, 2014



THE CITY OF SAN DIEGO

*Community Development Block Grant Program (CDBG) - Economic Development Division
Development Services Department*

FY 2015 RFP

FISCAL REQUIREMENTS

CAPITAL IMPROVEMENT/ RESIDENTIAL REHABILITATION PROJECTS



*Community Development Block Grant Program (CDBG) - Economic Development Division
Development Services Department*

CDBG FISCAL ROLES

A. RFP PROCESS

B. CONTRACT / RFR (Request For Reimbursement) PROCESS

C. MONITORING PROCESS

D. TECHNICAL ASSISTANCE



A. RFP PROCESS

GENERAL OVERVIEW

- Audited Financial Statements and signed Tax documents were submitted at the RFQ phase of the application process.
- 3 Month Cash Rule determines the Agency's maximum CDBG request amount for all project.
- No advances will be provided.
- Must be financially capable to perform services on reimbursement basis.
- RFP fiscal documents to be used in contract process.



A. RFP PROCESS

Cash Flow Determination

- The financial documents, single audit and tax forms are used to determine the agency's **cash flow**.
- 3 months of cash or cash equivalents is required.
 - Cash Equivalents in accordance to GAAP (Generally Accepted Accounting Principles) is:
 - Short Term (3 months or less).
 - Highly Liquid Investments.
 - Treasury bills, commercial paper & money market funds.

Note: Accounts Receivables/Lines of credit are not considered cash.



A. RFP PROCESS

3 Month Cash Rule

- 3 months of cash required based on the amount of funds requested:
 - 1st month to spend funds.
 - 2nd month to prepare reports to submit for reimbursement with supporting documentation.
 - 3rd month: completion of review and processing reimbursement.



A. RFP PROCESS

CASH BALANCE CALCULATION

THREE MONTH CASH RULE TEST

Balance Sheet -

Audited Financial

Statements

FY 2012 CY _____ Page # 8

Agency Cash Balance

100,000

**A. Multiply Agency Cash
Balance by 4 = Cash available
for project(s)**

400,000

**(This is the maximum amount that an Agency
can apply for all projects combined.)**



A. RFP PROCESS

Single Project Request Example

THREE MONTH CASH RULE TEST

List the amount of FY
2015 CDBG funding
applied for Project #1 . ☐ PS/CED ☒ CIP 200,000

List the amount of FY
2015 CDBG funding
applied for Project #2 . ☐ PS/CED ☐ CIP

List the amount of FY
2015 CDBG funding
applied for Project #3. ☐ PS/CED ☐ CIP

**B. Sum all the amounts for FY 2015
CDBG funding request(s) 200,000**

**Compare Agency Cash Balance Available (Item
A) with Total FY 2015 CDBG Funding Request
(Item B):**

Item A 400,000 Item B 200,000 Difference 200,000



A. RFP PROCESS

Single Project Request Example

THREE MONTH CASH RULE TEST

C. Analyze Results

1- If difference is a positive amount or equals \$0, the Agency is eligible to apply for all amounts.

2- If difference is a negative amount, the Agency has the options below:

The Agency can adjust any of the FY 2015 CDBG requested amount(s) to result in a positive or \$0 balance, as long as:

A) EACH PROJECT MEETS THE MINIMUM REQUIRED AMOUNT FOR EACH OF THE PROJECT CATEGORIES, AND

B) CASH AVAILABLE FOR PROJECTS IS NOW GREATER THAN OR EQUAL TO THE TOTAL FY 2015 CDBG FUNDING REQUEST.



A. RFP PROCESS

Budget Review

FUNDING REQUEST INFORMATION

<i>Total amount of CDBG funding requested in this RFP:</i>	200,000
<i>Total amount of funding secured for this proposed project:</i>	1,100,000
<i>Total cost to complete this proposed project:</i>	1,559,056

**Secured
Funding 1,100,000**

**Unsecured
Funding 459,056**



A. RFP PROCESS

Budget Review

1. Total Project Information

	AMOUNT SECURED	AMOUNT NOT SECURED	% OF TOTAL BUDGET
FY 2015 CDBG Request from City		200,000	12.83%
HOME	-	-	0.00%
ESG	-	-	0.00%
HOPWA	-	-	0.00%
Other Federal Funds	450,000	-	28.86%
State/Local Funds	650,000	-	41.69%
Private Funds	-	259,056	16.62%
Agency Funds	-	-	0.00%
TOTAL PROJECT FUNDING	1,100,000	459,056	100%
% of TOTAL PROJECT FUNDING	70.56%	29.44%	

Total cost to complete this proposed project: 1,559,056



A. RFP PROCESS

Budget Review

2. Proposed FY 2015 CDBG Project Budget Information

a. *List the FY 2015 CDBG Non-Personnel Budget for the proposed CIP-Public Facilities/Infrastructure Improvements Projects*

LINE ITEM/TYPE	CDBG AMOUNT	% OF TOTAL
Consultant/Professional Services:		
CIP Construction Management Services: (Capped at 6% of CDBG budget)	12,000	6.00%
CIP Construction/Renovation (Materials, Labor, Permits & Fees):	188,000	94.00%
CIP Lead-Based Paint Assessment/Abatement:		
TOTAL NON-PERSONNEL/ TOTAL CDBG BUDGET	200,000	100.00%



A. RFP PROCESS

Budget Review

2. Proposed FY 2015 CDBG Project Budget Information

a. *List the FY 2015 CDBG Personnel Budget for the proposed CIP-Housing Rehabilitation Program. (PERSONNEL BUDGET TABLE FOR SITES NOT IDENTIFIED ONLY)(Total Personnel and Non-Personnel charges may not exceed 15% of the total CDBG budget.)*

Position Title	CDBG AMOUNT (SALARY/WAGES + FRINGE)	% OF TOTAL
Position A	8,000	4.00%
Position B	6,000	3.00%
TOTAL PERSONNEL	14,000	



A. RFP PROCESS

Budget Review

b. List the FY 2015 CDBG Non-Personnel Budget for the proposed CIP-Housing Rehabilitation Program.

LINE ITEM/TYPE	CDBG AMOUNT	% OF TOTAL
Consultant/Professional Services:		
CIP Project Management Services: (capped at 15% of CDBG budget) (PERSONNEL + NONPERSONNEL FOR SITES NOT IDENTIFIED ONLY)	6,550.00	3.28%
CIP Project Management Services: (capped at 6% of CDBG budget): (SITES IDENTIFIED ONLY)	8,220.00	4.11%
CIP Construction/Renovation (Materials and Labor):	171,230.00	85.62%
CIP Lead-Based Paint Assessment/Abatement:		
Consultant Services/Professional Svces:		
TOTAL NON-PERSONNEL	86,000.00	93.00%
TOTAL CDBG PROJECT BUDGET	200,000.00	100.00%



A. RFP PROCESS

Fiscally Complete Submittal

- The total of all CDBG project budget request amounts can not exceed the maximum Agency cash available amount as determined by the 3 month rule calculation.
- CIP: Total Project Budget and Total CDBG Project Budget Amounts matches on Page 1 and 8 of the RFP.
- Rehab: Total CDBG Project Budget Amount matches in Page 1, 9 and 10 of the RFP.
- CIP: Construction Management Services budget line item meets the 6% cap.
- MRR: Project Management Services PE & NPE budget line items meet the 15% cap for sites not identified & 6% cap for sites identified.



B. CONTRACT/RFR PROCESS

Contract

RFP budget sections will be used in the contract budget process.

RFR: Request For Reimbursement

Reimbursement claims will be reviewed in accordance to the contract budget and justifications.

NOTE: if chosen for funding, mandatory workshops will be held for Contract and RFR process.



C. MONITORING PROCESS

- Fiscal Monitoring IS REQUIRED by entitlement grantees.
 - Once - Every two years.
 - Playing by the Rules Handbook for CDBG Subrecipients is the basis for review.
http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17104.pdf
 - Concentrate on Chapter 2 Financial Management.
- The visit will also include, review of the following:
 - Requests For Reimbursement (RFR).
 - Cost allocation plan (Contract Process).
 - Spending pattern, timeliness of submission, and other contractual requirements.



D. TECHNICAL ASSISTANCE

- Please direct any RFP questions, after this workshop, to the CDBG Program e-mail address listed below by **Noon 1/24/14**.
- The CDBG Program office will provide a 30 minute, one-on-one technical assistance (TA) to any agency during Monday through Friday from 01/13/14 through 01/24/14 on a first-come, first-serve basis.
- **Note: TA will not be offered on 01/20/14 since City offices are closed in observance of the Martin Luther King Jr. holiday and the last TA appointment will be 3pm 1/24/14.**
- Send an e-mail request for TA to the address below to schedule an appointment.
- cdbg@sandiego.gov